



## ***American Recovery and Reinvestment Act (ARRA) Quarterly Reporting***

### ***Jobs Created and Retained Questions***

#### **1: Why does 520 hours show for quarter 1?**

**A:** A standard full-time work week consists of 40 hours per week, for 52 weeks per year. This equates to 2,080 hours for a year. One quarter of that total is 520 hours. The guidance issued by the Federal Government uses 520 hours as the standard for determining the full time equivalent (FTE) impact of ARRA funds.

#### **2: Many of my staff don't work 40 hours per week, so how do I report using 520 hours for the quarter?**

**A:** The federal government provided guidance recommending that 520 hours be used as the standard for a quarterly FTE. Assuming you have paid a staff member for a full quarter of work, and want to accurately reflect the hours funded with ARRA funds, one way to convert hours is shown below.

If a member of your staff doesn't work a regular 40 hour work week, but 75% of their salary is paid with SFSF during the quarter, please report 390 hours ( $520 \times .75$ ).

If 50% of their salary is paid with SFSF during the quarter, please report 260 hours ( $520 \times .50$ ).

#### **3: Why doesn't a certain program show up on my report?**

**A:** The report only shows programs for which you are the prime recipient (fiscal host). The prime recipient is responsible for reporting the jobs information for all members of the system, consortium, or cooperative who share the grant award.

#### **4: I'm a member of a special education cooperative. How do I report on jobs created and retained as a result of ARRA IDEA funds the cooperative passes me to spend?**

**A:** If you receive money as a pass-through from your cooperative, report the hours you've funded using your part of the ARRA funds to the cooperative. The cooperative must report on behalf of all members for whom they are the prime recipient.



The special education cooperative is considered the "first sub-grantee" of these funds. As a result, the cooperative is required to report information on jobs created and retained.

If a cooperative sub-grants ARRA IDEA funds to their member districts, it must collect information from their members on jobs created and retained, and compile the information for the quarterly reports.

**5: What is the funding source "HB645 Special Education Allowable Costs" under Jobs Created and Retained, and why am I reporting on it?**

**A:** During the 2009 Legislative session, part of the Special Education Allowable Cost payment was supported with state general fund money, as appropriated in HB645. The appropriation is being distributed through the instructional block grant.

In FY 2010 and FY 2011, these funds will be paid to school districts as part of the October special education allowable cost payment, which is during the second quarter for ARRA reporting purposes. The Governor's Office requires a report on any job-related impact these funds may have had in a district.

**6: How does the jobs calculation work?**

**A:** Select each funding source from the program drop-down list, and input the number of hours paid w/ that ARRA funding source during the quarter. The field entitled "Qtrly Jobs (FTE)" will divide the hours reported by 520 hours (average full-time hours in a quarter) and display the FTE. OPI will report the value reflected in the FTE calculation to the federal government.

**7: Should I report hours for workers employed by a vendor who was paid by our district?**

**A:** If the district (or cooperative) hired a vendor for a large project, such as a construction project, report an estimate of the hours for workers employed on the project by the vendor. Contact the vendor, if necessary, to provide you with the approximate number of hours worked on your project.

However, if the district spent ARRA funds paying a vendor for ordinary services or supplies, do not report an estimate of those "indirect" hours worked by the vendor's employees.

**For assistance, please contact:**

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